



## **Montana Comprehensive Assessment System**

### **MontCAS, Phase 2**

### **CRT and CRT-Alternate**



### **2006 Pre-Administration Training**

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Welcome to the 2006 CRT and CRT-Alternate pre-administration training for system and school test coordinators. This training CD was developed and produced by Measured Progress, Montana's Office of Public Instruction (OPI), and the University of Montana. No part of this work may be exported without written permission from Judy Snow, State Assessment Director ([jsnow@mt.gov](mailto:jsnow@mt.gov)), OPI.

This PowerPoint presentation, in black & white (non-audio) format, is also included on this training CD and posted on OPI's Web site:  
[www.opi.state.mt.us/assessment](http://www.opi.state.mt.us/assessment).

My name is Sharon Houle. I am the Program Manager for the Criterion-Referenced Test (CRT). I will be discussing the slides regarding the CRT program. Susan Moore is the Program Manager for the CRT-Alternate Assessment (CRT-Alt) and will address the slides pertaining to the CRT-Alt program.



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CRT contact information is referenced on this slide. If you should have any questions regarding the CRT program, please call Nancy Hall, Program Assistant, using the toll-free number listed. During busy periods, Measured Progress maintains a Help Desk, therefore, a Help Desk representative may assist you as well.



**CRT-Alternate Assessment  
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If you should have questions regarding the CRT-Alternate Assessment program, please contact Susan Moore, Program Manager, or Kathy Seaman, Program Assistant, at the number or e-mail address listed.



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Policy questions or concerns regarding the CRT or CRT-Alt programs may be discussed with Judy Snow, State Assessment Director, or specific questions to the OPI staff referenced in this slide.

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The Table of Contents comprises slides through 9. If you do not wish to view the entire presentation, only a specific ic, click on the topic you wish to view and you will be directed to the appropriate slide.

Please be advised that we provide *Test Coordinator Manual* page references on the first topic slide. Additional information on each topic may be found in the *Test Coordinator's Manual*.

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# CRT Overview

- **Spring 2004 and 2005**
  - Grades 4, 8 and 10
- **Spring 2006**
  - Addition of grades 3, 5, 6 and 7
- **Reading (3 untimed test sessions)**
- **Mathematics (3 untimed test sessions)**



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Let's begin the presentation by providing a quick CRT and CRT-Alternate program overview.

In spring 2004 and 2005, the CRT and CRT-Alternate were administered in grades 4, 8 and 10 (reading and mathematics). Beginning in spring 2006, the CRT and CRT-Alt will be administered to approximately 85,000 students in grades 3 through 8 and 10 (reading and mathematics).

# CRT-Alternate Overview



- **Reading and Math**
- **Spring 2004 and 2005**
  - **Grades 4, 8 and 10 (2004 and 2005)**
- **Spring 2006**
  - **Addition of grades 3, 5, 6 and 7**



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In spring 2004 and 2005, the CRT-Alternate was administered in grades 4, 8 and 10 (reading and mathematics). Beginning in spring 2006, the CRT-Alternate will be administered in grades 3 through 8 and 10 (reading and mathematics). Some revisions have been made to the format and content of the tests in grades 4, 8 and 10 to be consistent with the new assessment format for grades 3, 5, 6 and 7.

## The purpose of this training is to ensure that

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.



## The purpose of this training is also to ensure that

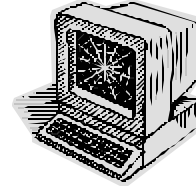
- the information collected is of high quality
  - demographic information
  - enrollment information
  - disability information
  - decisions related to the use of accommodations and the alternate assessment (CRT-Alternate)



Though the intended audience for this CD is system and school test coordinators, we encourage you to share the contents of the CD with other school personnel. Portions of this CD may be used during your school test administrator training sessions or provided as handouts to test administrators.

# CRT Materials Online

- Pre-administration Power Point, 2006
- Test Coordinator Manual
- Test Administrator Manuals
- Student Response Booklet
- Class Identification Sheet



<http://www.opi.mt.gov/Assessment/index.html>



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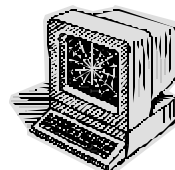
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CRT test materials and additional information regarding the CRT and CRT-Alt test administrations may be found online on OPI's Web site. Another great resource is the *JUMP* newsletter published monthly and posted online.

# CRT-Alternate Materials Online

- CRT-Alternate Administration Manual
- Secure CRT-Alternate Test Booklets
- Math and Reading Standards and Expanded Benchmarks

NOTE: System Test Coordinators will download and print the manual and test booklets.



<http://www.opi.mt.gov/Assessment/Phase2.html#TAlt>



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System Test Coordinators will receive a unique password and directions for accessing the secure Web site by January 3, 2006. Only System Test Coordinators should have access to the password. CRT-Alternate Test Booklets may be downloaded from this secure site beginning February 4.

Download, print and deliver the CRT-Alternate Test Booklets and the CRT-Alternate Administration Manual to teachers at least one week before testing begins. The longer test window will allow educators extra time to become familiar with the assessment and materials.

Please inventory test booklets by numbering each of the test booklets to ensure all secure CRT-Alternate Test Booklets are returned.

## Important Dates

(TC Manual: inside cover)

Dates	Events
Feb. 3 -10	CRT-Alternate Test Activity Material Kits and Training CD arrive to System Test Coordinators to disseminate to teachers
Feb. 4	Download and print CRT-Alternate Test Administration Manual and Test Booklets for teachers administering the alternate
Feb. 22-27	System Test Coordinators receive test materials
Feb. 22-28	System Test Coordinators inventory and distribute testing materials.



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Slides 16 & 17 provide important dates for the CRT and CRT-Alt. These dates are included in an expanded “Important Date” chart located on the first page of the *Test Coordinator’s Manual*.



## Important Dates ..

<b>Dates</b>	<b>Events</b>
Feb. 27- March 3	Systems provide local test administration training
Feb. 13- March 29	CRT-Alternate Testing Window
March 6- 29	CRT Testing Window
April 3	UPS Statewide pickup of used SRBs (student response booklets)
April 7	UPS Statewide pickup of test materials



## What's New for 2006?

(TC Manual: p. 3)

- Grades 3, 5, 6 & 7
- Teacher Validation Study
- Online Principal Certification Form
- Online Data System
- Standard Setting: all grades
- Preliminary reports shipped to systems on or about September 15 due to standard setting

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ALL of the topics listed on slides 18-20 will be discussed later in the presentation. The intention of these slides is to provide a quick update to experienced test coordinators. If you were a test coordinator in the past, please review the topics referenced in these slides as there are changes or additions to the CRT and CRT-Alt programs.



## What's New for 2006? ..

- Grade 3 students will record answers directly in their scannable test booklet.
- Gr. 4 - 8 & 10 students will record answers to **both** tests (reading and math) in a single Student Response Booklet (SRB). Each grade has a different color SRB.
- CRT-Alternate test administrators will record student scores on pages 11 & 13 (all grades).



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For Grade 3, the CRT-Alternate will have it's own answer document (SRB).



## What's New for 2006? ...

- System Test Coordinators will submit student demographic information to Measured Progress via a security online system December 5<sup>th</sup> through January 19<sup>th</sup> (grades 3-8). Due to semester enrollment changes in the high schools, grade 10 data may be submitted anytime between December 5<sup>th</sup> through February 3.



# Structure and Format (CRT)

(TC Manual: p. 4)

- Common items (scored items)
- Embedded field test items (items not scored)
- Types of questions include
  - Multiple-Choice
  - Short-Answer (math computation sessions)
  - Constructed-Response
- One test booklet per student (16 forms/grade)
- One Student Response Booklet per student (except for grade 3)



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The test blueprint (test design), number of common items and test sessions, and types of items, have remained the same since 2004. The test design for grades 3, 5, 6 & 7 is the same design as grades 4 & 8.



# Use of Calculators

(TC Manual: Appendix 1)

- Allowed on math sessions 1 and 2A
- Other use is considered a nonstandard accommodation
- Types of calculators
  - Calculator student regularly uses in classroom
  - Suggested Calculators
    - Grades 3-6: four-function calculator
    - Grades 7-8: scientific calculator
    - Grade 10: graphing calculator



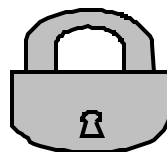
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Items in math sessions 1 and 2A require the use of a calculator and may be performed using a 4-function calculator. We strongly recommend that students use the calculator they use in the classroom and are most familiar with.

## Test Security

(TC Manual: p. 5)



All test items and responses to those items in the CRT are secure materials and may not be copied or duplicated in any way or retained in the school after testing is completed.

It is very important to review test security information with test administrators during test administration training.



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As you are aware, 100% of the common items are released each year. This test design requires that we embed field test items each spring within each test form. This is the reason why there are 16 test forms per grade and why test security is critical in the process.

ALL used and unused test booklets must be returned to Measured Progress. Each test booklet has a unique barcode printed on the front cover of the booklet. Before test booklets are shipped, they are scanned and each system/school receiving the test booklets are identified. When test booklets are returned to Measured Progress, we scan them again and produce a discrepancy report for OPI of the missing test booklets. After test administrators return used and unused test booklets, please inventory the booklets using the Material Summary form enclosed with your test shipment. Your assistance and attention to this detail is greatly appreciated!

## OPI Test Security

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal and system test coordinator and to the State Assessment Director.
- *OPI Guidelines and Procedures for Test Security* is online  
<http://www.opi.mt.gov/Assessment/Phase2.html#STD>
- This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.



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The Office of Public Instruction has compiled important guidelines and procedures for test security. A Power Point presentation summarizing *OPI Guidelines and Procedures for Test Security* is included on the CD as well as online. In addition, a paper copy is included with the *Test Coordinators' Manual*



# Students Who **Must** Participate

(TC Manual: p. 5)

- Students identified as having disabilities including students with 504 plans
- Students identified as having Limited English Proficiency
- Part-time students—in systems 181 hours or more for the school year and not yet 19
- Foreign exchange students (results will NOT be included in averages)
- Students in private accredited schools (results will NOT be included in state averages)



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This slide reviews the list of student who must participate in the CRT or CRT-Alternate. Please reinforce to your staff and test administrators that **ALL** students must participate in either the CRT or CRT-Alt.

Scores of some students who are required to participate will not be included in the calculation of averages. These students will receive a Parent Report but will not be counted in the “n” (total student count) in the state, system, and school summary reports.

## Other Students Who **May** Participate (TC Manual: p. 6)

- Students not enrolled in an accredited Montana school (includes students previously referred to as home school students)
  - Results will NOT be included in averages
- Students enrolled in private non-accredited Title 1 school
  - Results will NOT be included in averages



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Students who are not enrolled in an accredited Montana school and students enrolled in private non-accredited Title 1 schools may participate in the CRT and CRT-Alt programs.

The students will receive a Parent Report but will not be counted in the “n” (total student count) in the state, system, and school summary reports.

## Reporting Exclusions (TC Manual: 6-7)

<b>EXCLUDED FROM AVERAGES</b>	<b>MUST PARTICIPATE</b>	<b>MAY PARTICIPATE</b>
FOREIGN EXCHANGE STUDENT	<b>YES</b>	
STUDENTS NOT ENROLLED IN AN ACCREDITED MONTANA SCHOOL		<b>YES</b>
STUDENTS ENROLLED IN A PRIVATE ACCREDITED SCHOOL	<b>YES</b>	
STUDENTS ENROLLED IN A PRIVATE NON-ACCREDITED SCHOOL		<b>YES</b>
STUDENTS ENROLLED IN A PRIVATE NON-ACCREDITED TITLE I SCHOOL		<b>YES</b>
STUDENTS ENROLLED PART -TIME (LESS THAN 181 HRS.) TAKING A MATHEMATICS OR READING COURSE		<b>YES</b>
1 <sup>ST</sup> YEAR in US LEP STUDENTS	<b>YES</b>	

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The “Reporting Exclusions” chart summarizes the students excluded from calculations of averages.

# Options for Participation

(TC Manual: p. 8)

<b>The CRT without accommodations</b> ➤ For any student	<b>The CRT with standard accommodations (29)</b> ➤ For any student
<b>The CRT with nonstandard accommodations (4)</b> ➤ For students with an IEP/504/LEP plan ➤ Students tested with a nonstandard accommodation will be counted as “not participated” and given a score of 200 or Novice.	<b>The CRT-Alternate</b> ➤ For students with an IEP plan meeting eligibility requirements outlined by OPI ➤ Students who participate in the CRT –Alternate must participate in both reading and math.

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There are four options for participation in the criterion-referenced program:

1. Participate in the CRT without accommodations;
2. Participate in the CRT with standard accommodations;
3. Participate in the CRT with nonstandard accommodations ( please consider this choice very carefully); or
4. Participate in the CRT-Alternate (only for students with significant cognitive disabilities).

# Accommodations

(TC Manual: p. 8 and Appendix 1)

Standard accommodations *do not change* what we expect students to know and be able to do.

Test accommodations are based on individual student needs and classroom assessment practice; they are not for the use by an entire classroom or category of students.

They should not give students unfair advantages; rather they are meant to remove barriers that may exist due to a student's learning style or disability.



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Please review the list of standard and nonstandard accommodations with your test administrators during the training sessions. A complete list of accommodations may be found in Appendix 1 of the *Test Coordinator's Manual*.

Most frequently asked accommodation question –

Q. Can you read the reading test?

A.

- You may read the items/questions (not the reading passages) to the student using standard accommodation #22,.
- If passages are read to the student, it is a nonstandard accommodation because items/questions following the passage would measure listening comprehension instead of reading comprehension (altering what the test measures). Nonstandard accommodation #30 would be coded.

# Accommodations ..

## **A school NEEDS to:**

- v support classroom teachers through the accommodations decision-making process.

- v standardize the accommodation administration process and plan the resources necessary for large-scale implementation.

- v ensure that the students' records include the decisions made to inform both current instruction and future educational planning.



# CRT Accommodations

- **29 Standard Accommodations**
  - Available to all students
  - Code all that apply
- **4 Nonstandard Accommodations**
  - Code all that apply
  - Must be a documented accommodation in student's IEP plan
  - Student's score will be reported in the Novice performance category (200) and counted as "not participated" for that content area.



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Reminder....test accommodations are available to ALL students if the accommodation has been part of the student's classroom routine three months prior to testing.

# Determining Accommodations for LEP/ELL Students

(TC Manual: Appendix 1)

Accommodations should be based on

- individual needs of the student and classroom performance.



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## Limited English Proficiency (LEP/ELL) refers to

1. individuals who were not born in the US or whose native language is a language other than English; OR
2. individuals who come from an environment where a language other than English is dominant; OR
3. individuals who are American Indian and Alaskan Natives who come from environments where a language other than English has had a significant impact on their level of language proficiency;



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For a student to be considered Limited English Proficient, he/she is an individual

1. Who was not born in the US or whose native language is a language other than English; OR
2. Who comes from an environment where a language other than English is dominant; OR
3. Who is American Indian or Alaskan Native and comes from an environment where a language other than English has had a significant impact on language proficiency;

**AND** because of one of these traits, the student has sufficient difficulty speaking, reading, writing, or understanding the English language to deny such a student the opportunity to learn successfully in classrooms where the language of instruction is English. . .

## Limited English Proficiency (cont'd)

### **AND**

who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language.



# Eligibility for the CRT-Alternate

(TC Manual: p. 7)

- The **CRT-Alternate Assessment** was designed for students who are unable to participate in the regular CRT, even with accommodations. Only IDEA-eligible students with significant cognitive disabilities are eligible to participate in the CRT-Alternate.



## Eligibility for the CRT-Alternate

1. Does the student have an active IEP and receive services under the Individuals with Disabilities Education Act (IDEA)?
2. Do the student's demonstrated cognitive abilities and adaptive behavior require substantial adjustments to the general curriculum?



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To be eligible for the CRT-Alternate, the answer to the following four questions **MUST** be yes. If an answer is no, the student must participate in the CRT.

## Eligibility for the CRT-Alternate ..

3. Do the student's learning objectives and expected outcomes focus on functional application of skills, as illustrated in the student's IEP's annual goals and short-term objectives?
4. Does the student require direct and extensive instruction to acquire, maintain, generalize and transfer new skills?



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## Eligibility for the CRT-Alternate ...

- If you answer “NO” to any of the four questions, the student must participate in the regular CRT. If ALL answers are “YES,” the student is eligible to take the alternate and considered to be a student with a significant cognitive disability. This eligibility needs to be included in an IEP.
- Only System Test Coordinators download CRT-Alternate test booklets from a secure Web site using a password.



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The decision to determine a student’s eligibility to participate in the CRT-Alternate may not be based on excessive or extended absence; disability category, social, cultural or economic difference; the amount of time receiving special education services; or academic achievement significantly lower than his or her same age peers.

# System Test Coordinators' Responsibilities



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We appreciate System and School Test Coordinators!

# System Test Coordinators' Responsibilities – CRT (TC Manual: p. 9)

- Serve as each school's contact person with Measured Progress (additional materials)
- Work with appropriate system and school personnel to register students using the online data system including students taking the CRT-Alternate.
- Oversee the inventory, distribution, collection, and return of all test materials to Measured Progress
- Distribute materials for CRT-Alternate

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## System Test Coordinators' Responsibilities CRT-Alternate

- Communicate with special education director and/or special education teachers to determine which students will take the CRT-Alternate.
- Include the students in the demographic data to be sent to Measured Progress coding the students
  - SE = Special Education student, identified as being disabled, who has an IEP.
  - SCD = Significant Cognitive Disability
  - ALT = Student taking the CRT-Alternate.



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Please communicate with special education directors and/or special education teachers to determine which students in your system are eligible to take the CRT-Alternate. Students must participate in both the reading and the math portion of the test.

Students participating in the CRT-Alternate must have the following program information coded with their demographic data:

SE = Special Education student, identified as being disabled, who has an IEP.

SCD = Significantly Cognitive Disability

ALT = Student taking the CRT-Alternate.

Also, please make sure to add the teacher's name that is administering the CRT-Alternate and their email address after uploading the data file online.

## System Test Coordinators' Responsibilities CRT-Alternate ..

Receive and deliver Test Activity Material Kit and training CD to teachers administering the CRT-Alternate

- The Test Activity Material Kit:
  - A black accordion file with materials such as graphics, sentence strips, and other tools to assist in the administration of the CRT-Alternate.
  - Material Replacement Order Form
- A CRT-Alternate training CD will be included in the kit.
- The Test Activity Material Kit will be sent to System Test Coordinators, but teachers administering the CRT-Alternate need this as soon as it arrives.
- To be mailed by Measured Progress Feb. 3-10, 2006.



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The Test Activity Material Kit and Training CD will be sent to System Test Coordinators between February 3 and 10, 2006. Please deliver the kits to teachers administering the CRT-Alternate as soon as you receive them. This will provide teachers with plenty of time to review and make modifications to the test materials before and during the first week of the testing window.

The Test Activity Material Kit is a black plastic accordion file that contains materials for each test item such as story books with graphics, sentence strips with graphics, phrase strips with graphics, number cards, and other tools to assist in the administration of the CRT-Alternate. This kit must be collected from teachers after testing and stored by Test Coordinators in a secure location to be used in the following years of test administration.

There will be a Material Replacement Order Form in the CRT-Alternate Material Kit. Please have the teacher who administered the assessment fill out this form and return it with the student's test materials.

A CRT-Alternate training CD will also be included in this mailing. There are 2 different training CDs for the CRT-Alternate. One training CD for grades 4, 8 and 10 and one training CD for grades 3, 5, 6 and 7. This is because the 2 grades spans (4, 8 and 10 and 3, 5, 6 and 7) have slightly different test formats. The grades 4, 8 and 10 tests have a single test activity that consists of 20-35 items for each content. The grades 3, 5, 6 and 7 tests consist of five short activities with 5 items each (total of 25 items) for each content.

## System Test Coordinators' Responsibilities CRT-Alternate ...

Download, print, and distribute the 2006 CRT-Alternate Test Administrators Manuals and Test Booklets.

- Online addresses will be published in January *JUMP*
- Test Booklets will be on a secure site accessible by password. Details will be provided in January 2006.
- Online February 4, 2006



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Test Coordinators are responsible for downloading, printing and distributing the 2006 CRT-Alternate Test Booklets and the Administration Manual (one manual for all grades). A memo will be sent to System Test Coordinators in January with the Web site information and password for downloading the secure Test Booklets. All materials will be online February 4, 2006. The Web site information for downloading the CRT-Alternate materials will also be published in the January *JUMP*.

## System Test Coordinators' Responsibilities CRT-Alternate ....

- Deliver CRT-Alternate Student Kits that arrive with CRT testing materials. Kits include
  - Student answer booklets (SRBs)
  - Class Identification Sheet
  - Student Barcode Labels
  - Instructions
  - Envelope for returning documents
- Work with teachers administering the CRT-Alternate to transfer scores to SRB and prepare materials for return to Measured Progress.



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The CRT-Alternate Student Kits will be delivered to System Test Coordinator from February 22-27, 2006 with the CRT testing materials. The CRT-Alternate Student Kit is different from the Materials Kit. The teachers do not need the Student Kit to start testing, but they do need the Materials Kit. The CRT-Alternate Student Kit contains the following materials in a plastic bag labeled with the student's name:

Student Answer Booklet (SRB)

Class Identification Sheet

A sheet of Student Barcode Labels

Instructions for packing and returning the CRT-Alternate materials

White envelope labeled "For Return of CRT-Alternate Test Materials"

For each student taking the CRT-Alternate, there will be a kit labeled with the student's name.

Please help teachers administering the CRT-Alternate to transfer scores from the CRT-Alternate Test Booklet to the answer booklet (SRB) and help prepare test materials for return to Measured Progress. All CRT-Alternate materials must have a student barcode label (Test Booklet, Student Evidence Sheets, Teacher Recording Sheets, and Answer Booklet (SRB)).

# School Test Coordinators' Responsibilities

(TC Manual: p. 13)

- ▢ Develop a testing schedule for your school
- ▢ Distribute test materials to test administrators
- ▢ Meet with test administrators to discuss testing procedures, coding, and the use of barcode labels
- ▢ Use list on previous slide to assist teachers administering the CRT-Alternate.



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# School Test Coordinators' Additional Responsibilities

- Securing students' information to code accommodations in Boxes L & M after testing, if applicable.



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Prior to test administration, School Test Coordinators should review test accommodations and coding instructions for Boxes L & M with test administrators.



## Scheduling Test Sessions

(TC Manual: p. 13 & Appendix 1)

- CRT testing window: March 6 - 29
- CRT-Alternate testing window: February 13 through March 29
  - The week of Feb. 13 is suggested as preparation time for the CRT-Alternate test administration.
- Schedule testing early to allow time for makeup testing.
- Schedule testing for students who require accommodations that cannot be made during regular testing.



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Appendix 1 (beginning on page 28) in the *Test Coordinator's Manual* contains recommended testing schedules and test administration guidelines.

The CRT-Alternate Testing window is from February 13 through March 29. This allows teachers extra time to review, prepare and make modifications to the test materials before administration. Please make sure teachers have the CRT-Alternate Test Booklets, Test Administration Manual, and Material Kits by February 13, 2006.

# Test Sessions (time ranges)

## Reading

- Session 1
  - Approx 45-55 minutes
- Session 2
  - Approx 45-55 minutes
- Session 3
  - Approx 45-55 minutes



## Math

- **Session 1**
  - Calculators allowed
  - Approx 45-55 minutes
- **Session 2A**
  - Calculators allowed
  - Approx 20-30 minutes
- **Session 2B**
  - No calculators
  - Approx 20-30 minutes
- **Session 3**
  - No calculators
  - Approx 45-55 minutes





## Test Session – Directions

- “This test session will take approximately 45-55 minutes to complete. Students who are working productively should be given as much time as needed to complete the test. Students who need more time (over 55 min.) may need to be relocated to a different testing location. If students need to be relocated, you must first collect all testing materials from students. Students should not converse or interact with other students during the relocation, and testing materials will be returned once they are situated. This standard accommodation (extra time over the time range) must be coded on page 2 in the Student Response Booklet after testing is completed.”



## System Test Coordinator -Handling of Test Materials

- ☞ Test materials will be delivered to the System Test Coordinators via UPS February 22 through 27.
- ☞ Call Measured Progress at **1-888-792-2741** if you have not received your materials by February 28.



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Test material boxes will arrive to System Test Coordinators labeled by school and grade. System Test Coordinators will receive a separate box labeled “System Test Coordinator.” This box contains administrative forms and extra test materials for distribution to schools, if needed. This box will also contain one extra CRT-Alternate Student Kit for each grade. Please use this box of extra test materials first before ordering additional test material from Measured Progress.

## System Test Coordinator - Handling of Test Materials ..



- Do not remove, deface, or destroy barcode labels on boxes
- Save boxes for return of test materials to Measured Progress
- UPS Return Service (RS) labels are included for shipping boxes back to Measured Progress



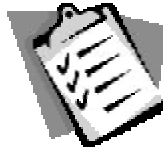
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Please remind all test coordinators to store the original shipping cartons and extra test materials in a secure location (locked closet or room) in the school for return of test materials to Measured Progress!

# System Test Coordinator - Inventory Test Materials

(TC Manual: p. 9-11)



- Open and inventory test materials upon receipt using Materials Summary form.
- Go online to order additional test materials.  
<http://iservices.measuredprogress.org>
- Immediately distribute test materials to School Test Coordinators!



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Schools will receive a 5% overage in test materials from the enrollment count provided to Measured Progress. Please remind School Test Coordinators to store their additional test materials in a secure location.

If School Test Coordinators request additional test materials, please use your extra materials first before contacting and ordering materials from Measured Progress.

To order additional test materials from Measured Progress, follow the directions on page 11 in the Test Coordinator's Manual. If orders are placed by 2 pm EST, System Test Coordinators will receive the material the following day.

# Distributing Test Materials & Briefing Test Administrators

(TC Manual: p. 13-14)

- Distribute *Test Administrator Manuals* to all test administrators.
- Ask test administrators to review their grade-specific *Test Administrator Manuals*.
- Schedule training meetings to explain procedures to test administrators.



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*Test Administrator Manuals* are included in the test material shipment and are grade-specific. The number of test administrator manuals shipped to schools followed a 1-to-15 teacher-to-student ratio. If additional manuals are needed, please download them from OPI's Web site ([www.opi.mt.gov](http://www.opi.mt.gov)). A password is not required as *Test Administrator Manuals* are not secure.

# Test Administrator Training

At your test administrator training, please review

- **Student test materials**
- **Test Schedule**
- **Student information (*barcode labels, accommodations and special programs*)**
- **Proper testing procedures and test security**



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You are welcome to use portions of this presentation during your test administrator training.

# Collecting Student Demographic Information



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## Online Student Data System

- A memo and *User Guide* were shipped to all System Test Coordinators on November 22. The memo provides a unique password for accessing the secure Web site.
- A Help Desk representative is available to walk you through the process or answer your questions 7 am – 3:00 pm @ 1-888-792-2741.



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This data system will be utilized before (data upload to Measured Progress) and after testing (data verification).



# Barcode Labels: Data Collected Online

(TC Manual: p. 14-15)

- Student Name
- Student ID, optional
- School Code
- Birth Date
- Gender
- Ethnicity
- Program Information
- Special Education Information
- Reporting Exclusions
- Alternate Assessment

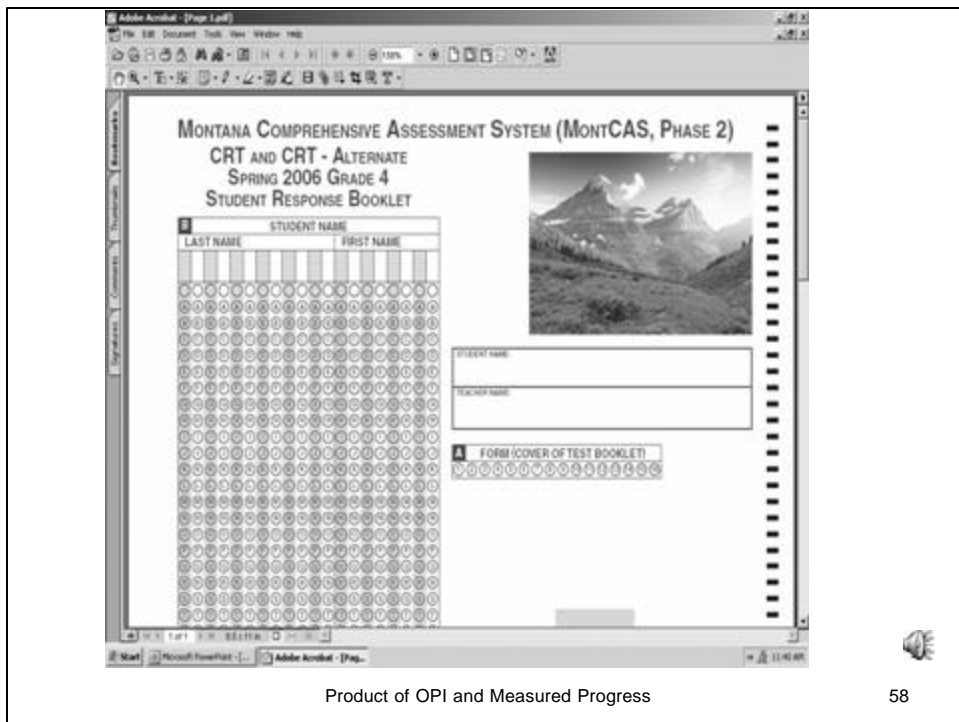


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All of the information listed on this slide is being collected via the Online Student Data System December 5 through January 19 (Feb. 3 for grade 10).

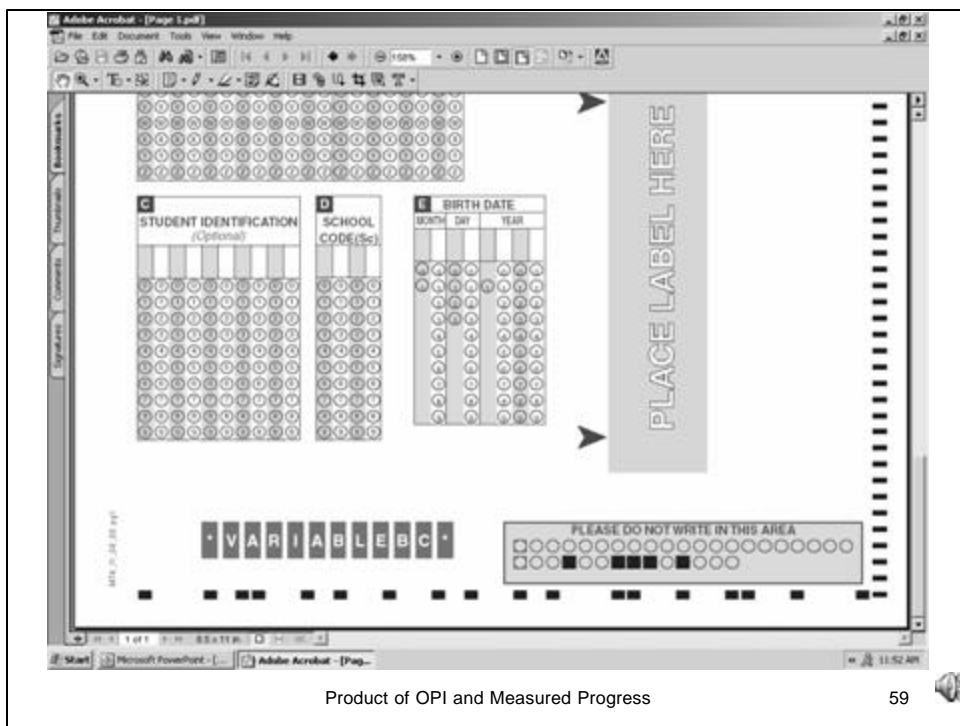
If this data is preloaded into the system before testing, barcode labels will be produced and test administrators will only code boxes L & M (accommodations) after testing, if applicable.



Preloading of student-level data and the use of barcode labels requires only minimal student coding during testing.

This slide is an example of a grade 4 Student Response Booklet. Students will be asked to write in their name and the name of their teacher in the space provided under the picture. In addition, students will code Box A: Form with the corresponding form number located on the front cover of their test booklet.

If a barcode label was not used, all information on pages 1 & 2 must be coded by test administrators. Detailed instructions for coding may be found in the Test Administrator's Manual.



Prior to test administration, test administrators will place a barcode label on page 1 of the Student Response Booklet in the space indicated by arrows.

Printed on the barcode label is the student's name, grade, school name, and school code.



## Coding – if barcode labels were used (TC Manual: p. 21-22)

By students—before testing

- Page 1, Boxes A (Form Number)
- Page 1, Box B (Grade 10 only-Vocational Education Concentration)



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Before testing, Grade 10 students will be asked to code two boxes – Box A & B

Box A: Form Number

Box B – Vocational Concentrators. Detailed instructions for coding this box may be found in the *Grade 10 Test Administrator's Manual*.

# Coding (after testing)

By school personnel, if applicable—after testing

- Page 2, Box L & M—Accommodations

Abilities Assessment - Page 2 of 2

FOR TEST ADMINISTRATOR USE ONLY AFTER TESTING IS COMPLETE

Directions: If a student used any accommodations during the test, check the appropriate box(es) in the Accommodations section. Mark all accommodations that apply to this student. (Please do not check any box(es) in the Standard Accommodations section.)

**ACCOMMODATIONS**

None	Large print	Braille	Audio	Visual	Hearing	Speech	Physical	Cognitive	Emotional	Social	Behavioral	Medical	Other
------	-------------	---------	-------	--------	---------	--------	----------	-----------	-----------	--------	------------	---------	-------

**STANDARD ACCOMMODATIONS**

None	Large print	Braille	Audio	Visual	Hearing	Speech	Physical	Cognitive	Emotional	Social	Behavioral	Medical	Other
------	-------------	---------	-------	--------	---------	--------	----------	-----------	-----------	--------	------------	---------	-------

**STANDARD ACCOMMODATIONS REFERENCE**

None	Large print	Braille	Audio	Visual	Hearing	Speech	Physical	Cognitive	Emotional	Social	Behavioral	Medical	Other
------	-------------	---------	-------	--------	---------	--------	----------	-----------	-----------	--------	------------	---------	-------

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All test administrators must code boxes L & M (accommodations) after testing. This information was not collected during the preprint barcode label process and must be coded for all students, if applicable.

# Barcodes: What to do if a student...



- enrolls in a school after the barcode label database was uploaded to Measured Progress.
- is no longer enrolled.
- has a change in demographic information after the online data system window closed (Jan. 19).
- moved to a new school within the same system.



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Many questions are asked regarding circumstances that arise regarding barcode labels. The next few slides provides answers to the most frequently asked questions.

1. If a student enrolls in a school after the barcode label database was uploaded to Measured Progress, System Test Coordinators have until January 19 for grades 3-8 (February 3 for grade 10) to add new students using the online student data system. System Test Coordinators will log on using their unique password, locate the school and grade, and add the new student data to the existing file. Barcode labels will be printed after the site is shut down on January 20.
2. If a student is no longer enrolled, please place the student's barcode label on the "Form for Voided Barcode Labels" (see slide 64).
3. If a student has change in demographic information after the online data system window is closed, System Test Coordinators will have a second opportunity to verify student-level data after test administration and before reporting (April 24 through May 18).
4. If a student moved to a new school within the same district or system, please transfer that student's barcode label to the new school. When used Student Response Booklets are returned to Measured Progress, the student will be reassigned with the new school name and code during scanning.


# Form for Voided Barcode Labels

The image shows a screenshot of a Microsoft Word document titled "FORM FOR VOIDED BARCODE LABELS". The document is displayed in a window with a standard Windows interface. The text inside the document is as follows:

**MontCAS, Phase 2 CRT  
FORM FOR VOIDED BARCODE LABELS**

1. Place each student's voided barcode label in the designated area on this form.  
2. Write a brief description why the barcode label was voided (student moved, barcode label was smudged, etc.) on the line under the label.  
3. Return this form to Measured Progress in the "Special Handling" envelope.

If you should have any questions regarding student testing, please contact Judy Snow, State Assessment Director, at (406) 444-3656 or [jsnow@state.mt.us](mailto:jsnow@state.mt.us).

 **Place Barcode Here**

Reason for Void \_\_\_\_\_

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Do NOT write "VOID" on the barcode label. Simply place the label in the space indicated on the form and write a brief reason for the void.





## New Students

(TC Manual: p. 23-26)

If a student was not registered during the online student demographic submission window or a student did not receive a barcode label, code ALL information on pages 1 & 2 in a blank Student Response Booklet (a 5% overage was shipped for this purpose).

\* See coding instructions in *Test Administrator's Manual*.



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Test administrators must code all boxes on pages 1 & 2 of the Student Response Booklet for new students or students without barcode labels. Detailed coding instructions may be found in the test coordinator and administrator manuals.

# Coding: After Testing For Students with Bar Code Labels and New Students

(by school personnel, if applicable)

CRT:

- Page 2, Boxes L & M—Accommodations

CRT-Alternate:

- Transfer scores on pages 11 & 13, put barcode labels on all test materials in designated area, and place test booklet, student evidence, and answer document (SRB) in envelope labeled “For return of CRT-Alternate test materials”



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As previously stated, please code boxes L & M with the appropriate accommodation code(s), if applicable after testing.

CRT-Alternate test administrators must transfer scores to the Student Response Booklet for scanning (pages 11 & 13). Please place a student barcode label on the CRT-Alternate Test Booklet, Student Evidence, Teacher Recording Sheets for Student Evidence, and the answer booklet (SRB). Place all these materials in the envelope labeled “For return of CRT-Alternate test materials.” Each envelope should only contain ONE student’s materials. Also, please make sure the Replacement Material Order Form from the Material Kit is placed in this envelope.

System Test Coordinators please return the white envelopes labeled “For return of CRT-Alternate test materials.” with the CRT answer documents (SRBs) in the carton labeled “For Return of Used Answer Documents Only” to be picked up by UPS April 3, 2006.

Reminder...a used Student Response Booklet (SRB) must be returned to Measured Progress for ALL students enrolled whether the student marked all test sessions or not. If you have used SRBs that require special handling due to special circumstances (frayed corners, torn pages, student comments, etc.), please include a note and place the SRB in the “Special Handling” envelope included with your test shipment.

# Student Response Booklet - “System/School Use Only”

(TC Manual: p. 22)

Optional service – at no cost to schools or systems. Data will be returned to the System Test Coordinator in report shipment (September 2006) via a data CD (Excel file).



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Many schools or districts use this area for school or student surveys.

# Teacher Validation Study – SRB

## page 15 (TC Manual: p. 22-23)

### CRT Validation Study (confidential):

To prepare for standard setting meetings (grades 3-8 and 10) summer 2006, we are asking teachers to take a few minutes to complete a student validation study and provide us with their **judgment** of each student's ability level.

Rationale: Teacher judgments provided will be used, in conjunction with other information, in the process of validating proficiency level cut-scores for the CRT.



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Please mark your calendars!

Standard setting will be held in Helena on the following dates:

June 20 & 21 (CRT grades 4, 8 & 10)

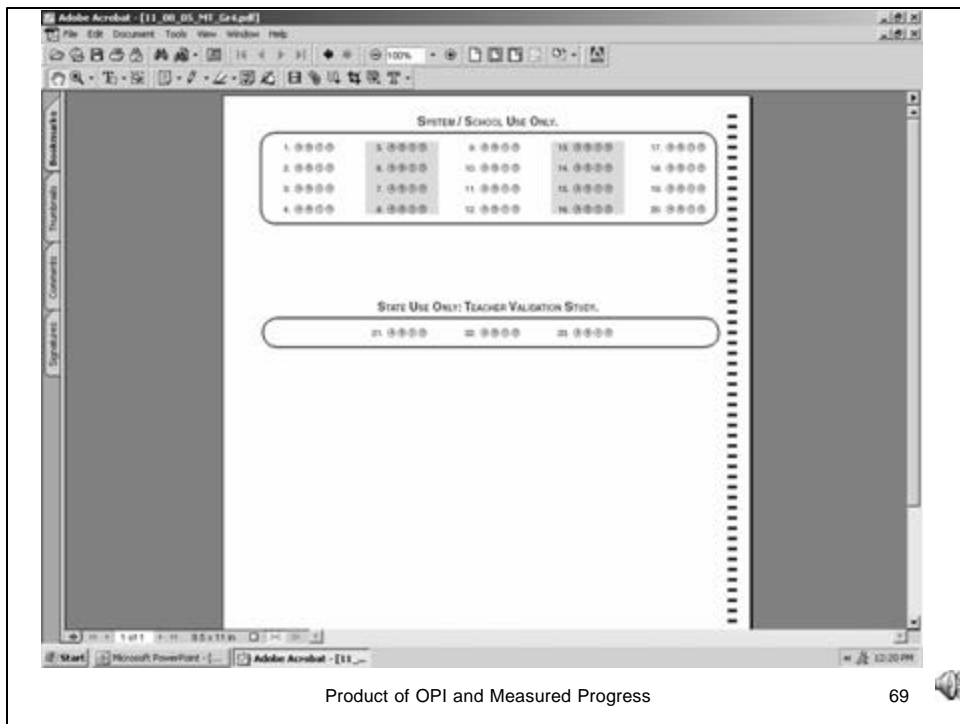
June 20 through 22 (CRT-Alt grades 3 through 8 and 10)

July 26 & 27 (CRT grades 3/5 and 6/7)

Registration forms will be available online in early April. Travel, overnight accommodations, and an honorarium will be available to all participants.

This Teacher Validation Study is an important step in the standard setting process. We value your judgment and need your input in the process!

Detailed directions will be included in your test material shipment and in the test administrator manuals.



Slide 69 is a snapshot of SRB, page 15. As you can see, only three bubbles are required to be coded for the Teacher Validation Study.

## Teacher Validation Study (SRB - page 15)

- Teachers will record judgments on their students based on classroom performance.
- Question 21 will be used for reading
- Question 22 will be used for math
- Question 23 will be used for qualitative purposes (your position or title)
- Teachers will refer to enclosed instructions and performance level descriptors.

## Class Identification (ID) Sheets

(TC Manual: p. 22)

- Test Administrators must complete a Class Identification (ID) Sheet for each class and grade tested.
- Failure to code and return this sheet will result in incorrect Class Roster and Item Analysis Reports.



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If teacher names were provided during the online student data submission process, teacher barcode labels were included in your test shipment. If you are missing test administrator barcode labels, please code all boxes on the Class ID Sheet.

Class Roster Reports will be generated based on the information provided on Class ID sheet and the used Student Response Booklets submitted with the Class ID Sheet in the large white envelope.

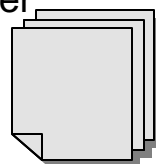




## Class ID Sheets

- If a barcode label was applied, only code the number of returned used SRBs.
- If a barcode label was NOT used, code all boxes.

Place the completed Class ID Sheet on top of the used SRBs and insert them in the white plastic envelope labeled, “For return of used answer documents.”

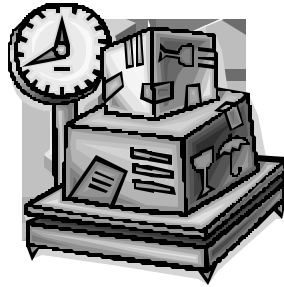


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# Returning Test Materials



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# School Test Coordinators – Collecting Materials After Testing

(TC Manual: p. 15-16)

## ***PLEASE MAKE SURE THAT ALL***

- test materials are returned by each test administrator and counted.
- white envelopes labeled, “For return of used answer documents” are sealed.
- test materials are returned to the System Test Coordinator on or before March 31.
- CRT-Alternate Test Material Kits are collected from teachers and stored in a secure location.

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To prepare for scanning, scoring, and standard setting meetings, we need your cooperation by promptly returning all used and unused test materials.

Please make sure to collect CRT-Alternate Material Kits in the black plastic accordion file and store them in a secure location to be used in the following years of testing. Do not return these kits to Measured Progress.

# Online Principal Certification Form

(TC Manual: p. 23)

- *Principal's Certification of Proper Test Administration* form was added to the program this year. The form certifies that the administration of the test was completed according to the manual and the *OPI Guidelines and Procedures for Test Security*.
- Instructions for completing the online form were included in your test material shipment.



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Before School Test Coordinators return used and unused test material to System Test Coordinators, each school principal must go online (<http://iservices.measuredprogress.org>) and complete the online Principal Certification Form. Schools that fail to complete the online form will be reported and contacted by OPI.

## System Test Coordinator – Return of Test Materials (TC Manual: 19)



- ☐ Answer documents and CRT-Alternate student envelopes labeled “For return of CRT-Alternate Student materials” must be returned in the carton labeled “For Return of Used Answer Documents Only” (2-day return service). UPS will arrive on April 3 to pick up these boxes if a pickup was not previously scheduled.
- ☐ All other CRT test materials will be picked up by UPS on April 7 (if a pickup was not previously scheduled).



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All used Student Response Booklets must be returned using the expedited boxes. Please follow the UPS pickup instructions in your Test Coordinator Manual on page 19.

**If you do not arrange for a UPS pickup by Friday, March 31<sup>st</sup>, UPS will perform a mandatory pickup of used Student Response Booklets on Monday, April 3 and a second pickup for other test materials on Friday, April 7.**

# Last Day to Return Materials to Measured Progress...



## **April 3:**

- Used Student Response Booklets with Class ID Sheets and CRT-Alternate Student Test Materials in envelopes labeled "For return of CRT-Alternate student test materials"

## **April 7:**

- All other CRT test materials

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Please print this slide and post it in your office as a reminder of the mandatory UPS pickup dates.

## Thank you for Attending to all the Details--

- As soon as you have finished viewing this presentation, please go to the following link for a short, but important questionnaire. Thank you.
- <http://www.opi.mt.gov/regforms/06CRTCD/>



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## Questions

- A message board, organized by topic, is located on the OPI website.
- Link:
  - <http://www.metnet.mt.gov>
- User ID and Password  
(case specific—all small letters)
  - opi
  - assess

